



**Department of Development Services – West Region**  
**JOB OPPORTUNITY**  
**DEVELOPMENTAL SERVICES CASE MANAGER**  
**CHESHIRE REGIONAL CENTER**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Lateral transfers or Candidates on current EXAM List

**Job Title:** Developmental Services Case Manager

**Location:** Community Companion Homes (CCH) – Cheshire Regional Center

**Job Posting No:** 018544

**Hours:** Monday – Friday 8:30am – 4:00pm; Regular Days Off, Saturday, Sunday. (Ability to flex schedule into the evening in response to agency and individual need)

**Salary:** 2,331.88 - \$3,157.51/bi-weekly (New Hires to state service start at \$2,331.88)

**Closing Date:** February 29, 2016

**Eligibility Requirement:** This is a **competitive position**. Candidates must have applied for and passed the **Developmental Services Case Manager** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Examples of Duties:** Duties consistent with the Developmental Services Case Manager job classification. Provision of case management services, to individuals residing in Community Companion Homes (CCH) in the Greater Waterbury area. Need levels vary greatly from medically complex to behaviorally involved and mild-severe intellectual disabilities. Most of this caseload is located in the Greater Waterbury area. The Case Manager ensures that all Centers of Medicaid and Medicare Services requirements and quality assurance activities are completed as required. Responsibilities include facilitates interdisciplinary team meetings to develop, review and/or modify Individual service plans including Individual Progress reviews, Quality Service Reviews and Level of Need Assessments; coordinates integration of day program, residential, medical and other services provided to each Individual and ensures service delivery; develops social service evaluations and service recommendations; ensures compliance with Center for Medicare/Medicaid Services (CMS) regulations of targeted Case Management, maintaining documentation according to DDS and federal regulations; assists with guardianship assessments and in the guardianship process, application for entitlements, and enrollment in the waiver; reviews and develops individual budgets; provides supportive counseling to Individuals and their families; gives information to Individuals, guardians and families regarding their legal rights, departmental policies and procedures, services provided and encourages participation in service planning process; acts as liaison and provides technical assistance to service providers and monitors compliance with departmental policies and procedures; schedules necessary evaluations and monitors completion; schedules program reviews and monitors implementation of specific program recommendations; monitors development and maintenance of Individual files including required documentation; ensures that legal and financial documents are completed in a timely manner; informs appropriate regional administrative staff when services are not or cannot be provided; performs related duties as required. Performs related duties as required.

**Knowledge, Skills and Abilities:** Considerable knowledge of services available to persons with intellectual disability; knowledge of residential programs for persons with intellectual disability; knowledge of interdisciplinary approach to program planning; knowledge of intellectual disability, causes and treatment; considerable skill in facilitating positive group process; interpersonal skills; oral and written communication skills; considerable ability to understand and translate clinical findings and recommendations into program activities and develop realistic program objectives; ability to collect and analyze large amounts of information; ability to utilize computer software.

**General Experience:** A Bachelor's degree that meets the eligibility criteria for certification/designation as a Qualified Intellectual Disabilities Professional (QIDP) as set forth in federal regulations and interpretive guidelines and two (2) years of professional experience involving responsibility for developing, implementing and evaluating individualized programs for individuals with intellectual disabilities in the areas of behavior, education and rehabilitation; or a Master's degree that meets the eligibility criteria for certification/designation as a Qualified Intellectual Disabilities Professional (QIDP) as set forth in federal regulations and interpretive guidelines and one (1) year of professional experience involving responsibility for developing, implementing and evaluating individualized programs for individuals with intellectual disabilities in the areas of behavior, education and rehabilitation.

**Special Experience:** Two (2) years of the General Experience must have involved responsibility for developing, implementing and evaluating individualized programs for individuals with intellectual disabilities in the areas of behavior, education or rehabilitation

**Substitutions Allowed:** College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. A Master's degree in Counseling, Psychology, Special Education or Vocational Rehabilitation may be substituted for one (1) additional year of the General Experience. A Master's degree in Social Work may be substituted for the General and Special Experience. Two (2) years as a Social Worker Trainee in the Department of Developmental Services may be substituted for the General and Special Experience. For State Employees one (1) year as a Social Worker with some experience working with individuals with intellectual and other developmental disabilities may be substituted for the General and Special Experience. For State Employees two (2) years as a Supervising Developmental Services Worker 1, Supervising Developmental Services Worker 2, Developmental Services Supported Living Worker or Developmental Services Adult Services Instructor may be substituted for the General and Special Experience.

**Special Requirements:** Incumbents in this class may be required to possess fluency in a foreign language for designated positions. A valid Connecticut Driver's license is required, will be required to travel. **Must be Qualified Intellectual Disabilities Professional (QIDP) as required by Federal regulations.**

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DDS Employees Classification Series:** Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at [www.das.state.ct.us/exam](http://www.das.state.ct.us/exam). and copies of their last two performance appraisals.

**Application Procedure for All Other Applicants:** Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at [www.das.state.ct.us/exam](http://www.das.state.ct.us/exam). Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

**All application materials must be received by 11:59 p.m. on the closing date indicated above.**

**Incomplete application materials will not be considered.**

**Send application materials to:**

**Department of Developmental Services — West Region  
Rowland Government Center, 4<sup>th</sup> Floor  
55 West Main Street  
Waterbury, CT 06702  
Attn: Recruiter  
Fax: 203-574-8857**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and consumers with disabilities.